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DIVISION OF ADMINISTRATION
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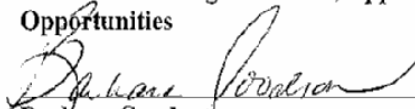
PERSONNEL POLICY NO. 12

EFFECTIVE DATE: July 9, 1984

REVISED DATE: 2/28/94; 4/20/06

SUBJECT: Process for Filling Vacancies, Appointments, and Promotional Opportunities

AUTHORIZATION:


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I. POLICY:

It is the policy of the Division of Administration (DOA) that, in accordance with Civil Service Rules and federal law, whenever possible and in the best interest of the agency:

- A.** All employees will be informed of the intent to fill vacancies through electronic and/or hard copy postings of such vacancies (unless specific exception is requested).
- B.** All eligible DOA employees, who follow the application procedure provided, will be considered for appointment to vacancies. Whenever possible and where the best interest of the agency is served, promotional opportunities and opportunities for career changes or advancement will be offered to DOA employees.
- C.** The most qualified applicant who is able to perform the job duties without accommodation or with reasonable accommodation under the guidelines of the Americans with Disabilities Act (ADA) will be selected for appointment regardless of race, national origin, sex, age, disability, or seniority.

It is also the policy of the agency that reference checks will be conducted on the selected applicant prior to an unconditional offer of employment being made. Further, applicants for positions designated as security-sensitive will be subject to a criminal history check following the conditional offer of employment.

No unconditional offer of employment will be made unless the section has been notified by the Office of Finance and Support Services/Employee Administration Unit (OFSS/EA) that all conditions of employment have been met.

II. PURPOSE:

The purpose of this policy is to 1) assist management in filling positions with the best qualified applicant from the broadest applicant pool which is available and desired as soon as possible, and 2) assure that, whenever possible, all employees are made aware of vacancies being filled and given the opportunity to be considered, and 3) assign responsibility for aspects of the policy and to explain the process for adhering to the policy.

III. APPLICABILITY:

This policy applies to all classified employees of the DOA, both general and ancillary appropriation and all applicants applying for positions within the DOA.

IV. DEFINITIONS:

Applicant Pool – an applicant pool can include any or all of the following:

1. Qualified individuals with permanent status who currently work for the DOA, called *Promotional-Division of Administration Employees*.
2. Qualified individuals with permanent status who currently work for the state in any department including the DOA, called *Promotional-Statewide Employees*.
3. Qualified individuals who may work for the state in any department including the DOA or who may not work for the state, called *Probational Applicants*.

Appointment – an unconditional offer of employment by the agency and the subsequent acceptance of such offer by the applicant. Appointment types include:

1. Permanent - probational appointments, non-competitive re-employments, lateral transfers, promotions, demotions, reassignments, position changes, details to special duty, and
2. Temporary - job appointments, restricted appointments, provisional appointments and details to special duty.

Conditional Offer of Employment – an offer of employment that is conditioned upon:

1. The applicant meeting certain criteria, such as passing a drug test, agreeing to direct deposit, registering with Selective Service if male between the ages of 18 through 25, agreeing to a criminal history check (if applicable), etc., and

2. The department verifying certain aspects of the Conditional Offer such as the salary and that the applicant meets the minimum qualifications, etc.

Conditional Offer Orientation – the centralized process within the DOA which occurs after the conditional offer of employment and prior to the unconditional offer of employment and appointment. During this process the selected applicant is told of the conditions [such as passing a drug test, agreeing to direct deposit, agreeing to a criminal history check (when appropriate), etc.] which must be met in order to receive an unconditional offer of employment (appointment).

Considered – for an applicant to be considered, the application submitted by the applicant must be reviewed. The applicant does not have to be interviewed to be considered.

Criminal History Check – a check of the public records conducted by the State of Louisiana of arrests and convictions.

Designated Representative – authority to hire, fire, and most other actions are given to the appointing authority in the statute creating the DOA. The appointing authority may delegate authority for some or all of these actions to others in the department. Section heads may delegate some or all of the outlined actions to others in his/her section. For the purpose of this document, these are called the designees.

Pay Level/Grade - the salary range assigned to an individual job title. The group of pay levels/grades create the pay schedule/grid.

Pay Plan - the entire system of the state's uniform plan for compensation for classified employees including job titles, job codes, pay ranges, pay rates, etc.

Pay Range - the range of pay from minimum to maximum set for a pay level/grade.

Pay Schedule/Grid - the cumulative list of job titles and accompanying pay levels/grades in one of six categories such as Administrative Services (AS), Scientific and Technical Services (TS), Protective Services (PS), Medical Services (MS), Social Services (SS), and Technician and Skilled Trades (WS).

Probationary Period – the period of time that a classified employee must serve before becoming eligible for permanent status. This period can range from an absolute minimum of 6 months to an absolute maximum of 24 months. The following are examples of appointments which require a probationary period: probationary appointments, non-competitive re-employment, any hire following a break in service, etc. A probationary period may be made a condition of employment for any new appointment including a promotion, a voluntary demotion, a transfer, etc.

Promotion - the change of a permanent employee from a position in one job title to a position in another job title which is assigned to a pay grade with a higher maximum. No new probationary period is served; the employee's anniversary date does not change upon promotion.

Reference Check – contacting previous employers to verify past employment including skills and experience as claimed on the Civil Service Application and during the interview.

Security-Sensitive Position – a position determined by the Appointing Authority to be security-sensitive.

Unconditional Offer of Employment - an offer by an appointing authority to a qualified applicant who has met all the conditions specified in the conditional offer of employment in a classified or unclassified position.

V. PROCEDURE:

A section wishing to fill a vacancy with a classified employee must first determine if the *Position Description, (SF-3)* for the vacant position requires an update. Civil Service requirements mandate that a position description be updated:

1. At least every five years.
2. When major duty changes have taken place.
3. Prior to filling a vacant position, unless the position description has been updated within the last twelve months or if the position is encompassed by a master job description.

During this review, the section head should assure that any specific condition of employment such as a criminal history check or a current driver's license is included in the *Position Description, (SF-3)* for that position. Any requirements for the position should also be noted on the *Request to Recruit for Vacant Position* form for the position.

The section must secure approval to fill the vacancy by providing to the appointing authority the completed form, *Request to Recruit for Vacant Position*.

Upon receipt of the approved form, *Request to Recruit for Vacant Position*, from the appointing authority, the OFSS/EA announces the vacancy on the Civil Service JOB SEARCH located on the Civil Service website at <http://www.dscs.state.la.us/jobs.nsf> and complies with any other procedure(s) required by Civil Service.

Procedures required by Civil Service will depend upon:

- The pay level and established selection procedure of the vacant position, and
- Whether or not Civil Service considers the position to be "competitive", and

- Whether the section is looking for applicants from outside the agency or attempting to recruit only from within the agency.

Should the section have a legitimate business reason for not announcing the vacancy, and if an announcement is not required by Civil Service, the appointing authority may, on rare occasions, waive an announcement of the vacancy.

Employees wishing to be considered for appointment to a vacancy must follow all directions and adhere to closing date deadlines referenced on the JOB SEARCH announcement.

Vacancy announcements will typically be open for five (5) working days. Unless unusual circumstances exist, an *Employment Application, (SF-10)* received in OFSS/EA after the closing date will not be accepted.

If a Civil Service test is required it will be indicated in the vacancy announcement. In this case, a copy of the Civil Service test grade must be submitted along with the *Employment Application, (SF-10)*. Questions regarding the necessity for testing or the submission of a grade should be posed as soon as possible to the staff of the OFSS/EA. A grade will be required for:

A promotion from a job requiring a test in one test series to a job requiring a test from another test series.

A competitive promotion to any job at or above the following pay structure pay grades:

Protective Services	PS-115
Scientific & Technical Services	TS-311
Social Services	SS-414
Medical Services	MS-517
Administrative Services	AS-615
(No competition is required for WS schedule)	

During the interview, applicants should be asked to sign the form, *Release for Reference Checking*, and informed that reference checks will be conducted. Each applicant must also be informed that the selected applicant will be subject to certain conditions before an offer of employment can be made. The conditions may include passing a drug test, having an acceptable response to a criminal history check (when applicable), agreeing to direct deposit of his/her paycheck, registering with Selective Service (when applicable), etc. The list of conditions which any particular applicant must meet should be determined prior to the interview and must be explained to every applicant in every interview.

Following the interview process including reference checking, and after a candidate has been selected for a conditional offer of employment, the section will complete the form, *Conditional Offer of Employment*. The completed form is forwarded to the Office of Human Resources (OHR). If the position is designated security-sensitive, this must be indicated on the form.

AT THIS POINT, THE SELECTED APPLICANT HAS BEEN GIVEN ONLY A CONDITIONAL OFFER OF EMPLOYMENT AND NOT AN UNCONDITIONAL OFFER OF EMPLOYMENT.

Upon receipt of the *Conditional Offer of Employment* form, the OHR will call the selected applicant and schedule him/her for the Conditional Offer Orientation process.

If the applicant does not meet all of the conditions of employment, as determined by the staffs of either OFSS/EA or OHR, the staff of the OHR shall contact the applicant with further instructions or to inform the applicant that his conditional offer has been withdrawn.

OFSS/EA shall contact the section when all reviews, verifications and test results are available to notify the section that the applicant may be given an unconditional offer of employment and secure a start date from the applicant.

If a successful criminal history check is completed on an applicant, additional investigations will not be required for that applicant on any future personnel actions.

VI. RESPONSIBILITY:

Deputy/Assistant Commissioners are responsible for:

Holding accountable the section heads under their supervision for adhering to all aspects of this policy.

Section Heads or their designees are responsible for:

Ensuring that each employee under his/her supervision, current and new, is made aware of this policy and its contents as well as any forthcoming revisions, and is informed that he/she must abide by the terms of the policy.

Ensuring that all position descriptions are current and accurately describe the duties and responsibilities performed by the incumbent and that each is updated according to Civil Service guidelines outlined above.

Ensuring that position descriptions include information about requirements specific to the position such as the successful results of a criminal history check, possession of a valid driver's license, the ability to wear specific safety equipment, etc.

Ensuring that all Civil Service and Division of Administration JOB SEARCH vacancy announcements are distributed to all employees via e-mail or posted in a timely fashion in locations accessible and known to all employees.

Justifying to the appointing authority requests to appoint an individual without an announcement, in exception to this policy and sharing documentation of any approvals with the OFSS/EA prior to making an unconditional offer of employment.

Selecting a candidate to recommend for appointment based on job-related criteria and in accordance with all State and Federal laws.

Ensuring that the selected candidate is given only a Conditional Offer of Employment until notified by OFSS/EA that the applicant may be made an Unconditional Offer of Employment and ensuring that the applicant is informed that the Conditional Offer may be withdrawn if all of the conditions are not met.

Ensuring that the applicant is cautioned not to resign an existing job until such time as the applicant is notified that an unconditional offer is made.

Providing for informal discussions of grievances and complaints in an effort to resolve problems prior to the filing of a formal complaint.

Maintaining records of any dispute between the agency and an employee regarding the filling of a vacancy including any written statement from the agency or employee of the reasons for the disagreement.

Creating and maintaining appropriate documentation of the reasons for the selection/rejection of each candidate within the applicant pool clearly outlining the selection criteria utilized in the decision. The documentation, including the Division of Administration, *Applicant Data Report*, must be submitted to the appointing authority and OFSS/EA along with the *Personnel Action Request* requesting the appointment.

Notifying OFSS/EA as soon as possible if the status of the vacancy changes.

Managers/Supervisors are responsible for:

Complying with this policy as instructed by the section head.

The Office of Finance and Support Services, Employee Administrative Unit (OFSS/EA) is responsible for:

Assuring that all Civil Service and Division of Administration JOB SEARCH vacancy announcements are distributed via e-mail or hard copy to the appropriate individual in each section in a timely fashion.

Responding to questions posed by employees and applicants regarding the application process.

The Office of Human Resources (OHR) is responsible for:

Contacting the selected applicant and scheduling the unconditional offer orientation, (upon receipt of the *Conditional Offer of Employment* from the section).

Assuring that the candidate for employment is made aware of all the conditions which must be met in order for the applicant to be given an unconditional offer of employment and obtaining all required signatures during the Conditional Offer Orientation process.

Notifying the OFSS/EA when an applicant passes a drug test.

Notifying the applicant, OFSS/EA and the section when the applicant is not eligible for employment.

Employees are responsible for:

Adhering to the stipulations as outlined in this policy.

Following all directions and adhering to closing date deadlines referenced on the JOB SEARCH announcement.

Determining where announcements are posted in the workplace by asking his/her personnel liaison or viewing the Civil Service Internet JOB Search for any posting made.

Responding to a vacancy announcement in accordance with the instructions provided in the announcement, and providing a complete *Civil Service Application, SF-10*, which is in full compliance with the instructions provided on the form, along with any additional documentation specified in the JOB SEARCH announcement.

Acquiring the necessary qualifications for desired vacancies by taking the appropriate test as soon as he/she qualifies for the desired position, attaining an eligible score or meeting any other requirement necessary for application.

VII. QUESTIONS:

Questions regarding this policy should be directed to the staff of the Office of Finance and Support Services/Employee Administration Unit and/or the Office of Human Resources.

VIII. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action.

IX. FORMS:

All forms listed in this policy may be found on the following websites:

Office of Finance and Support Services at: [http://www.doa.louisiana.gov/ofss/ofss forms.htm](http://www.doa.louisiana.gov/ofss/ofss%20forms.htm)

Request to Recruit for Vacant Position

Applicant Data Report

Office of Human Resources at: <http://www.state.la.us/ohr/forms/forms1.htm>

Position Description, SF-3

Release for Reference Checking

Conditional Offer of Employment

Department of State Civil Service at: <http://www.dscs.state.la.us/default.htm>

Go down to HR InfoCenter then select Downloadable Forms. Scroll down page to Employment Application (SF-10).

Employment Application (SF-10).